

ADMINISTRATION AND RECEPTION PERIOD

1. **Details.** The following extract from the Course Curriculum provides some information on the activity you will be attending at DITC. Should you require more information, please contact wilditcarrivals@defence.gov.au.
 - a. **Title.** Administration and Reception Period (ARP).
 - b. **Aim.** To ensure you receive appropriate administrative support prior to your sponsored education/training activity.
 - c. **Description.** ARP provides a period of familiarisation with the Australian general and military environment. It is designed to provide administrative support to you. This includes payment of allowances, issue of public clothing, issue of student identification, opening of a bank account (if required), and orientation of Australia. The course also includes briefs on the Australian Defence Force (ADF); workplace behaviour; workplace, health and safety; and fraud and integrity.
 - d. **Duration.** One week.
 - e. **Prerequisite Qualifications or Assessments.** You must satisfy the minimum English proficiency (ADFELPS/IELTS-A levels) for entry to your sponsored education/training activity.
 - f. **Learning Outcomes.** On completion of ARP, you will to be able to achieve the following:
 - (1) Demonstrate awareness of ADF policies and procedures on workplace behaviour; workplace, health and safety, and fraud and integrity
 - (2) Demonstrate familiarity with the roles and structure of the ADF
 - (3) Demonstrate familiarity with training concepts used in an Australian Defence Organisation (ADO) training environment
 - (4) Demonstrate a willingness to explore and participate in Australian culture; and Australian society and environment, and adhere to ADF rules; regulations; and administrative procedures, practices and values.
2. **Assessment.** An ADFELPS test may be administered.
3. **Activities.** During ARP, you will undertake a variety of activities. You will be provided with a complete program at the commencement of ARP.
4. **Excess Baggage.** ARP does not entitle students to any additional baggage requirements on its own merits. Where applicable, sponsored education/training activity entitlements to excess baggage may still apply.
5. **Additional Base Access.** ARP is conducted at RAAF Base Williams, Laverton with additional base access to RAAF Base Williams, Point Cook (if required).